

645—21.2(158) Requirements for licensure.

21.2(1) The following criteria shall apply to licensure:

a. The applicant shall complete a board-approved application form. Application forms may be obtained from the board Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to the Board of Barbering, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

b. The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

c. Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Barbering. The fees are nonrefundable.

d. The applicant shall present proof of completion of a tenth-grade education or the equivalent. In the event the applicant is a refugee or immigrant from a country where high school records no longer exist, the applicant shall be considered to have met this requirement when the applicant submits an affidavit attesting to the fact that the applicant has met the tenth-grade requirement.

e. The applicant shall provide an official copy of the transcript sent directly from the school to the board showing proof of completion of training at a board-approved barber school.

f. The applicant shall provide verification of license(s) from every state in which the applicant has been licensed as a barber, sent directly from the state(s) to the Iowa board of barbering office.

g. An application for barber examination must be postmarked at least 14 days prior to the examination.

h. The candidate shall take and pass the written and practical examinations required by the board.

i. Licensees who were issued their licenses within six months prior to renewal shall not be required to renew their licenses until the renewal month two years later.

j. Incomplete applications that have been on file in the board office for more than two years shall be:

- (1) Considered invalid and shall be destroyed; or
- (2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.

21.2(2) Requirements for an instructor's license.

a. An applicant for an instructor's license shall:

- (1) Complete all requirements stated in subrule 21.2(1), paragraphs "a" through "c";
- (2) Present proof of graduation from an accredited high school or the equivalent thereof;
- (3) Be licensed in the state of Iowa as a barber for not less than two years;
- (4) Rescinded IAB 11/26/03, effective 12/31/03.
- (5) Pass the instructor's examinations administered by the board or its designee.

b. Instructors who were issued their licenses within six months prior to renewal shall not be required to renew their licenses until the renewal month two years later.

c. Incomplete applications that have been on file in the board office for more than two years shall be:

- (1) Considered invalid and shall be destroyed; or
- (2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.

d. An applicant who met the requirements for an instructor's license except for the examinations may apply for a temporary permit to be an instructor. The temporary permit shall be valid for a maximum of six months from the issue date of the permit and shall not be renewable.

21.2(3) Requirements for a barbershop license. A barbershop shall not operate unless the owner of the barbershop possesses a current barbershop license issued by the board. The following criteria shall apply to licensure:

a. The owner of the barbershop shall complete all requirements in subrule 21.2(1), paragraphs "a" through "c."

b. A barbershop license shall be issued for a specific location. A change in location or site of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee required by 645—subrule 26.1(9). A change of address without change of actual location shall not be construed as a new site.

c. A barbershop license is not transferable. A change in ownership of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee required by 645—subrule 26.1(9).

d. A change in the name of a barbershop shall be reported to the board within 30 days of the name change.

e. Upon discontinuance of a barbershop, the barbershop license shall be submitted to the board office within 30 days.

f. A barbershop that was issued a license within six months prior to renewal shall not be required to renew the license until the renewal month two years later.

g. Incomplete applications that have been on file in the board office for more than two years shall be:

- (1) Considered invalid and shall be destroyed; or
- (2) Maintained upon written request of the candidate. The candidate is responsible for requesting the file to be maintained.